

## How To Add Additional Authorized Users

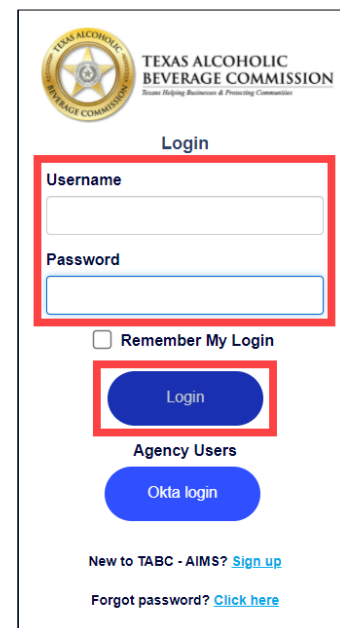
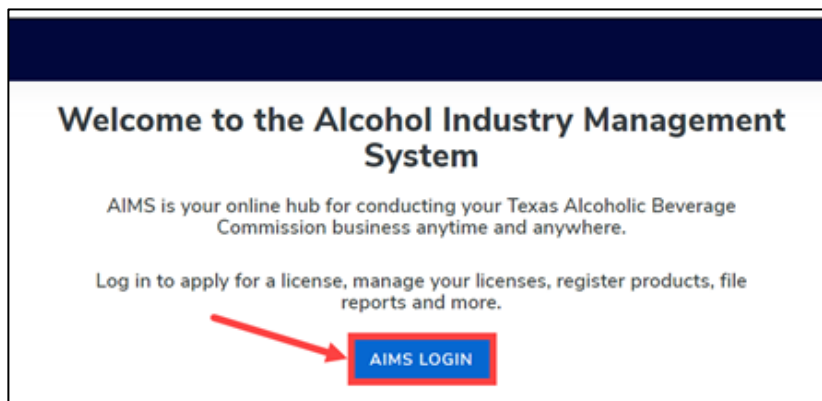
If your account is associated with multiple business entities and you want to authorize additional users to complete work on your behalf, you must set up your desired additional users for each business entity. Setting up an additional user in one business entity on your account does not automatically grant that additional user access to all other business entities on your account. If you want a user to have access to all business entities associated with your account, repeat the steps below for each business entity.

### Before You Begin

- **Existing license holders:** A principal party (i.e., director, officer, etc.) or their designee must create an AIMS account and claim their business. Then they can grant access to additional users and select their level of access.
- **New license applicants that do not hold an existing license:** A principal party (i.e., director, officer, etc.) or their designee must create an AIMS account and begin an application for a new license. The license application requires users to create a business entity, which will then give them the option to add additional users.

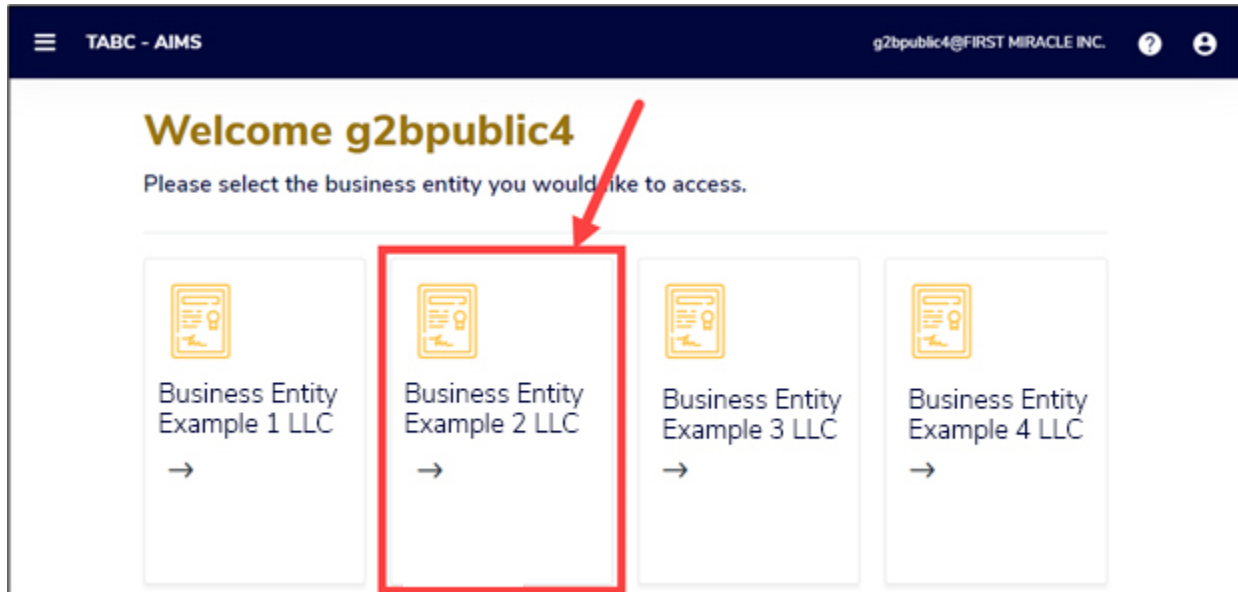
### 1. Log in to AIMS:

- Enter [tabc.texas.gov/aims](http://tabc.texas.gov/aims) in Google Chrome or Microsoft Edge on any device.
- Click **Visit AIMS**.
- Click **AIMS LOGIN** once on the AIMS landing page.
- Enter **Username** and **Password**. Click the **Login** button.



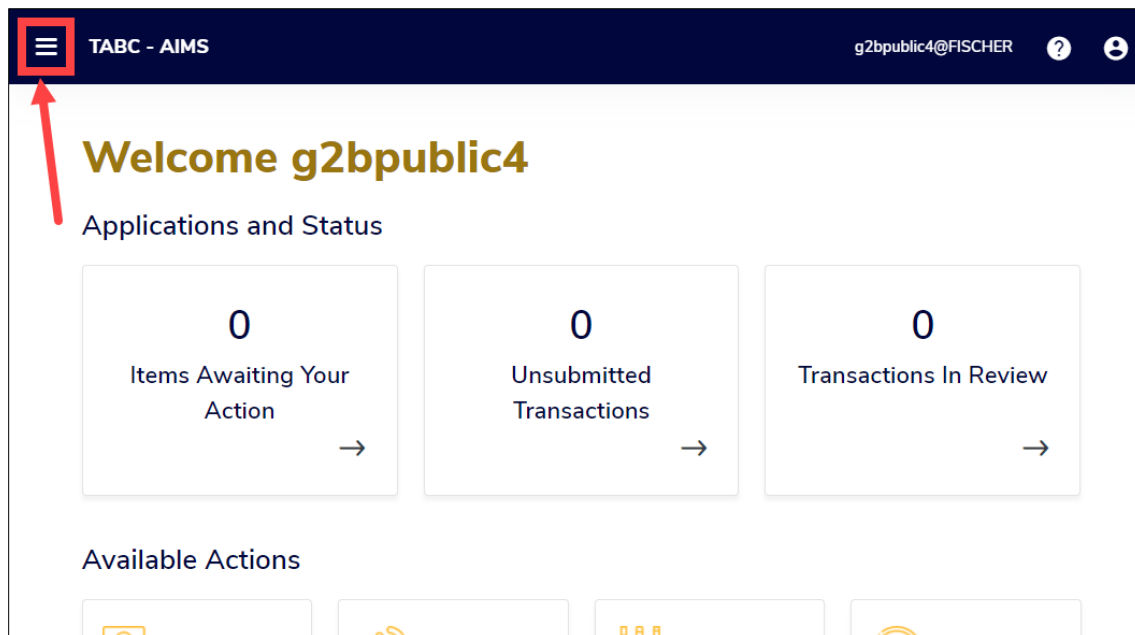


2. If you have several businesses, click the **desired business entity button**. In this example, Business Entity Example 2 LLC needs to add additional users.

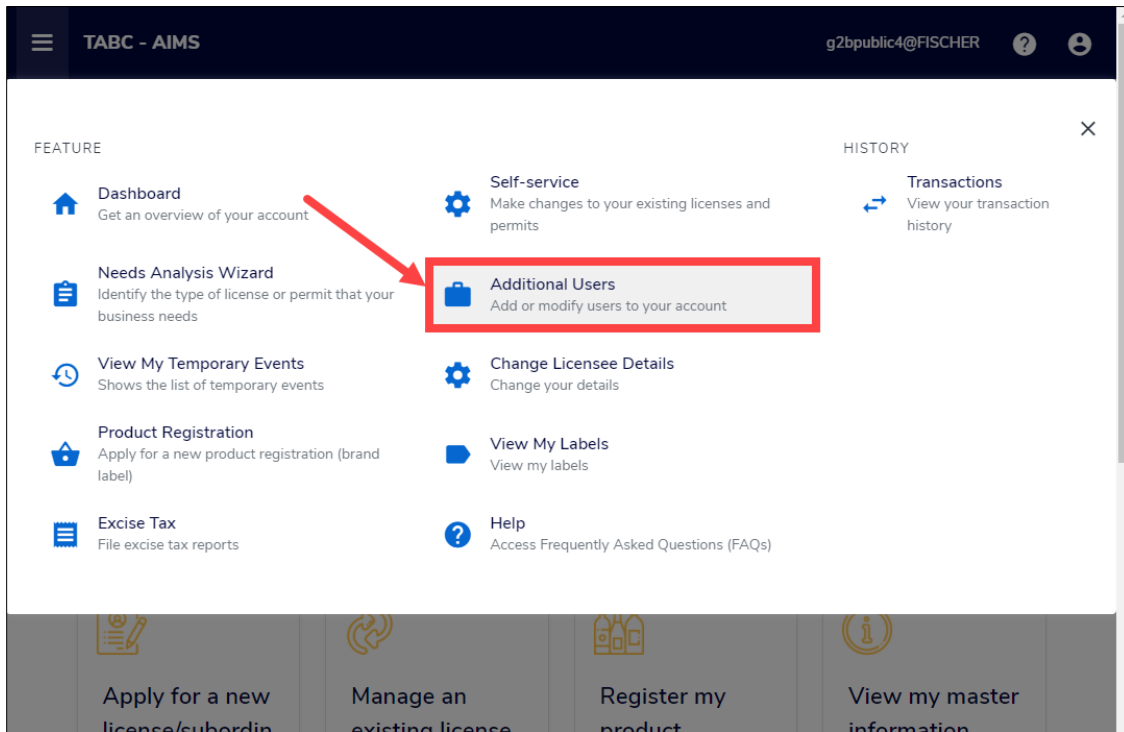


The AIMS dashboard for Business Entity Example 2 LLC will appear.

3. Click the **menu button** at the top left of the screen (three white lines).

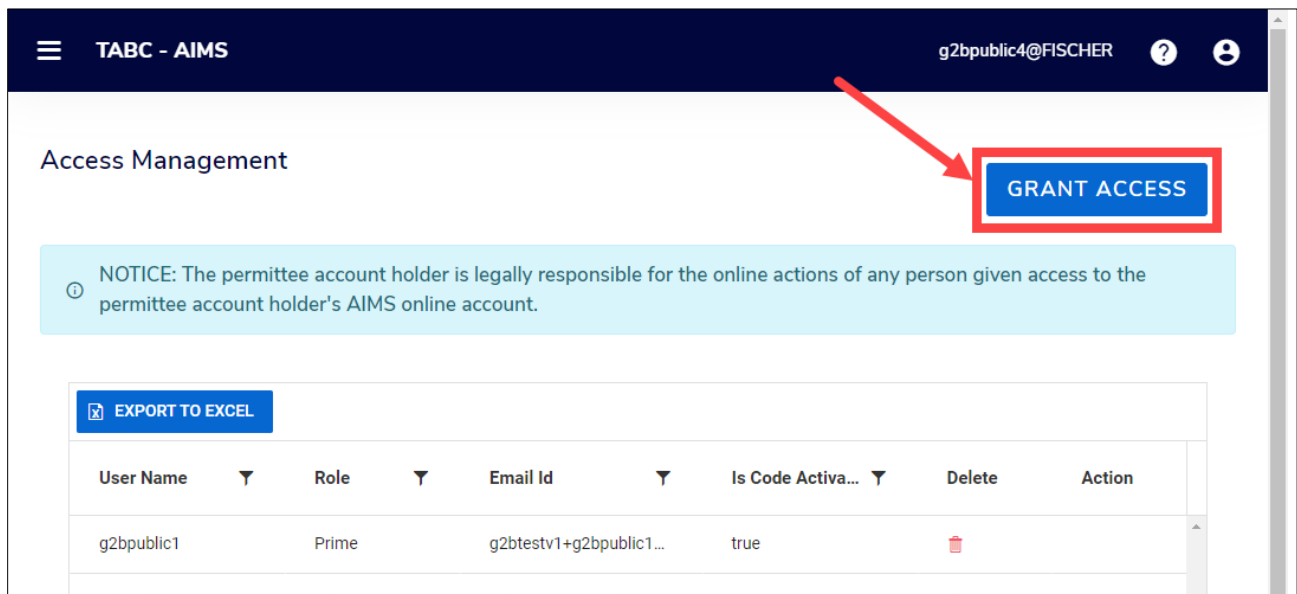


### 3. Click **Additional Users**.



### 4. Review the users who currently have access to the business entity and its details.

If you need to add more users, click the **Grant Access** button in the upper-right corner.



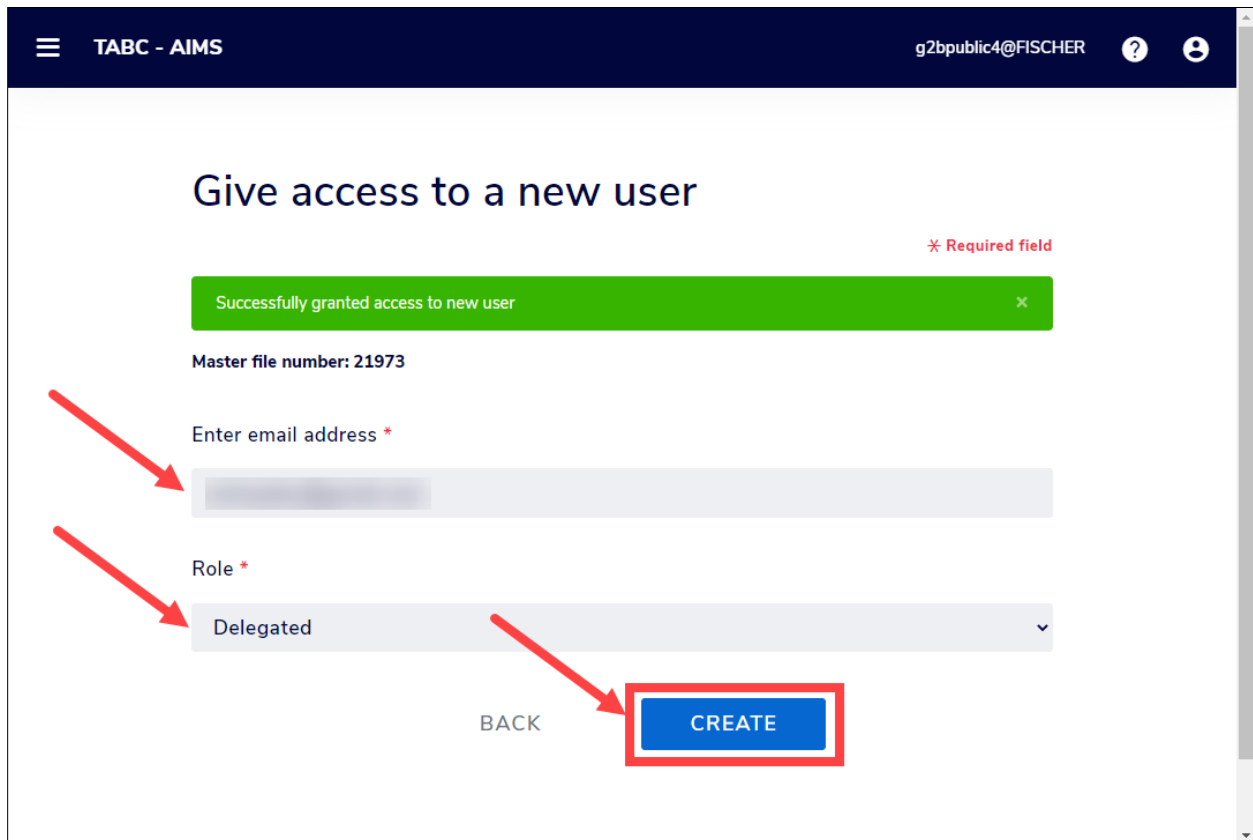
5. Enter the user's **email address**.

Select the role for the user you want to add.

- **Prime users:**
  - Can perform all actions on the business entity's behalf.
  - Will receive notifications for all business entity actions.
  - Can grant access to additional users.
- **Delegated users:**
  - Can perform all actions on the business entity's behalf.
  - Cannot receive notifications for business entity actions.
  - Cannot provide account access to additional users.

Click the **Create** button.

A message will be displayed if the user has been added successfully.



The screenshot displays the 'Give access to a new user' interface in the TABC - AIMS system. At the top, the user is identified as 'g2bpublic4@FISCHER'. A green notification bar indicates 'Successfully granted access to new user'. Below this, the 'Master file number: 21973' is shown. The form includes an 'Enter email address \*' field and a 'Role \*' dropdown menu currently set to 'Delegated'. At the bottom, there are 'BACK' and 'CREATE' buttons. Red arrows highlight the email field, the role dropdown, and the 'CREATE' button.

6. The user you invited to access the business entity account will receive an email.

If you are added as an authorized user and you **do not** have an AIMS account – you will receive an email explaining you have been added as an authorized user with a link to AIMS so that you can create an account. Create an account by clicking “New to TABC – AIMS? Sign up”

If you are added as an authorized user and you **do** have an AIMS account – you will receive an email with a link to AIMS explaining that you have been added as an authorized user.

## **📘 Troubleshooting Tip**

**Why am I having trouble confirming additional users for my account?**

**If you’re a business entity adding additional users:**

Make sure you’re entering the exact email address that the additional user has used or will use to create their own AIMS account.

**If you’re being added as an additional user:**

Make sure the email address associated with your AIMS account matches the email address the business entity used to add you as an additional user. Although many users can be delegated as additional users for a business entity, each AIMS account only has one primary email address.